

(Heading)

1610
Office Code
(Date)

From: Commanding Officer
To: (Reporting Senior)

Subj: MISSING FITNESS REPORT ON (MRO) FOR THE OCCASION (OCC
CODE) AND PERIOD (START DATE) TO (ENDING DATE), WHILE
SERVING AS (BILLET), WITH (UNIT)

Ref: (a) MCO P1610.7E

Encl: (1) Fitness report for the subject period with items 1, 2, 3, 4,
9, 10, and 11 of Section A completed
(2) Self-addressed return envelope

1. Records at Headquarters, U.S. Marine Corps indicate that
(MRO_____) is missing a fitness report for the subject period. This
is an important matter because the Marine is pending (reenlistment, a
promotion board, ORB, assignment, etc.).

2. As reporting senior for the subject period and per the provisions
of the reference, please take appropriate action to eliminate the
indicated date gap in (MRO_____) performance reports.

a. If the report is under one year old, it must be an original
report. Use enclosure (1) for your evaluation. Complete sections B
through J per the reference.

b. If the fitness report is over one year old and you have a copy
of the report, please forward it to us. Ensure all pages of the report
are certified true by you. If you do not have a copy of the report,
use enclosure (1) for your evaluation. Complete sections B through J
per the reference.

3. Use enclosure (2) to return the completed report.

4. If the report is adverse, and the reviewing officer is not
collocated, provide the name and SSN of the Reviewing Officer with the
returned report.

5. The reference requires that a reporting senior respond to
correspondence requesting completion of missing fitness reports within
30 days.

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WITH (UNIT)

We should receive your response at this command no later than (date).
If you have any questions concerning this matter, contact (CO, SgtMaj,
ExecO, Adj, etc.) at DSN (number) or Commercial (area code/number).

SIGNATURE

Copy to: (MRO)
(Senior Enlisted Advisor, as appropriate)

